

STATE OF IOWA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURES		Policy Number IO-SC-25	Applicability <input checked="" type="checkbox"/> DOC <input type="checkbox"/> CBC
		Policy Code Confidential	Iowa Code Reference 904.505
Chapter 3 INSTITUTIONAL OPERATIONS	Sub Chapter SECURITY & CONTROL	Related DOC Policies AD-TS-03	Administrative Code Reference N/A
Subject K-9 TEAM PROGRAM		ACA Standards 4-4089, 4-4206 4-4208, 4-4209 4-4210	Responsibility Sheryl Dahm Diann Wilder- Tomlinson
		Effective Date July 2015	Authority Jerry Bartruff Director Signature on file at Iowa DOC

I. PURPOSE

To describe the philosophy, mission, duties, and procedures of the Iowa Department of Corrections (IDOC) Canine (K-9) Program.

II. POLICY

It is the policy of the IDOC that Wardens/Superintendents may establish K-9 Teams in their respective institutions to enhance safety and security. When integrated into existing security operations, K-9s can assist staff in performing their duties more effectively, efficiently, and safely.

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III. DEFINITIONS – As used in this document:

- A. K-9 Team – One dog assigned to one handler who is, at a minimum, a Senior Correctional Officer or a Correctional Supervisor, or as designated by the Warden/Superintendent and Regional Deputy Director.
- B. Aggressive Alert - Describes how the dog communicates to the Handler that contraband is present. [REDACTED]

- C. Passive Alert – Describes how the dog communicates to the Handler that contraband is present. When a dog is trained to alert in a passive manner, it will sit or stay still.
- D. Decoy – A staff member selected to assist Handlers in the training of dogs. The person wears protective equipment and simulates offender behavior to train the dog to react as desired.
- E. Apprehension – The process of gaining compliance/control over an individual [REDACTED]
- F. See IDOC Policy **AD-GA-16** for additional Definitions.

IV. PROCEDURES

A. Mission

The mission of the IDOC Canine Program is to provide the institution with an effective adjunct to protect the public, the employees, and the offenders from victimization. **(4-4208)**

1. The IDOC K-9 Program is in place specifically for the safety of the public, staff, and offenders, and shall be used consistent with the mission.
2. It is the goal of all K-9 Teams to resolve situations/gain compliance by using the least amount of force possible.
3. It is recognized that the presence and availability of K-9s can serve as a powerful psychological deterrent to offenders and often times is all that is necessary to gain compliance.
4. K-9s are trained to apprehend an offender when the offender's actions display a direct threat to the public, staff, or other offenders.
5. K-9 Handlers shall train the K-9s in a manner resulting in control over the dog's actions/responses.
6. K-9 searches of persons, property, and the premises in general, enhance a safe environment for all.

B. General Duties of K-9 Teams

1. Narcotics Detection

- a. Search of IDOC properties/areas.
- b. Search of visitors entering the institution and their property
[REDACTED]
- c. Search of the mail and other packages entering the institution.
- d. Search of vehicles on state property.

2. Search & Apprehension

- a. Search of buildings/areas or offenders/contraband when staff safety may be jeopardized while performing the search.
- b. Search and potential retrieval of contraband and evidence.
- c. Control of assaultive offenders.

3. Offender Escort/Supervision/Transport

4. Crowd Control & Maintenance of Order & Security

5. Tracking

[REDACTED]

[REDACTED]

6. Mutual Aid to Other Agencies.

C. Organization

- 1. The Wardens/Superintendents of institutions with a K-9 Program shall designate K-9 Handlers.
- 2. K-9 Teams shall be supervised locally by the Deputy Warden, Associate Warden/Security, or designee in matters of training, daily operation, and engagement.
- 3. Normally, the Warden/Superintendent, Deputy Warden, or Associate Warden/Security may authorize training, law enforcement mutual aid requests, and inter-departmental calls for assistance. In emergency situations and other situations requiring an immediate response, the

Shift Supervisor may authorize the action if they are not able to immediately contact the aforementioned administrators. The Shift Supervisor shall notify them as soon as possible if this occurs.

4. Requests for K-9 assistance outside the State of Iowa shall be directed to the IDOC Director.
5. Outside agencies shall be informed that IDOC K-9 Teams are only authorized to participate in those types of activities as outlined in Section B above. If an outside request for K-9 assistance is approved by a written agreement, the Handler shall make the determination as to the range of activities the K-9 may perform based upon the capabilities of the dog. Reports of assistance to outside agencies shall be made to the Warden/Superintendent and the Associate Warden/Security. Written reports shall be submitted within 24 hours.
6. Private Citizen requests may not be granted/authorized under current law.

D. Handler Selection

1. The Warden/Superintendent or designee of each institution shall select a K-9 Handler based on interest, skill in training dogs, and according to the collective bargaining agreement where applicable. The Warden/Superintendent also has the authority to reassign a specific dog to another Handler at any time.
2. Consideration should be given to involving a K-9 Handler in the selection process. This person can work directly with administrative personnel at each institution in conducting an interview/evaluation process to select a K-9 Handler, with the Warden/Superintendent having final approval of the selection.
3. The person selected to the position shall, at a minimum, hold the rank of Senior Correctional Officer, and have at least one year of experience as a Correctional Officer.
4. Considerations for the hiring of a Handler shall include, but not be limited to:
 - a. Experience with training/handling of working with dogs.
 - b. Attitude, demeanor, and work history.

- c. Willingness to maintain flexible work hours and assignments.
 - d. Ability to work effectively with a wide variety of staff and outside agencies.
 - e. Ability to provide suitable and secure housing for the K-9, including daily grooming. If renting, the employee must have written authorization from the landlord to house a law enforcement K-9.
 - f. Ability to obtain and retain weapon certification in accordance with IDOC Policy **AD-TS-03**, Firearms Training/Certification.
 - g. Possession of a valid driver's license.
 - h. Willingness to travel to assist in emergency situations or to participate in training and certification.
 - i. Willingness to train with other K-9 Teams with the realization that injury from bites is possible.
 - j. Acceptance of the responsibility for all narcotics issued for training purposes with the K-9.
 - k. Response time from the residence to the institution shall be taken into consideration.
5. Because there are times when physical exertion is necessary to adequately perform the duties of a K-9 Handler, the following initial physical requirements shall be met:
- a. Run stairs from the ground floor up four flights of stairs in a time not to exceed 30 seconds. Upon reaching the fourth floor, the person must immediately complete, in order: 15 pushups, 20 bent knee sit-ups, and 15 jumping jacks.
 - b. Carry 70 pounds (average dog weight) 100 feet and be able to lift the weight to shoulder height after covering that distance.
 - c. Cover one mile cross country within a 15 minute time span.
 - d. If there is an injury or medical condition of a temporary nature preventing a prospective Handler from satisfactorily completing the physical examination, the administration may temporarily

waive those requirements and test that person at a future time. Retention of the position shall be dependent upon satisfactory completion. **(4-4209)**

- e. Beginning July 1, 2013 all new K9 handlers shall complete this physical assessment annually.

E. K-9 Handler Responsibilities

1. Working dogs shall be kept on a leash at all times unless performing their designated duties.
2. Handlers shall not leave their assigned working dogs unattended at the institution unless kenneled in a pre-designated approved area, to insure that the dogs do not inappropriately interact with others.
3. Handlers shall not place their K-9s in any unnecessary jeopardy or harm when off duty. When a working dog is not kenneled, it will be under the direct control of the assigned Handler or the Handler shall make the necessary security arrangements to insure the safety of the dog and others.
4. Working dogs shall not be used for recreational hunting or display purposes.
5. Working dogs shall not engage in animal reproduction services.
6. Proper medical care shall always be provided. Veterinarian care, not of an emergency nature, shall be coordinated through the Warden/ Superintendent or designee. Emergency care will be reported orally and in written form to the Warden/Superintendent at the earliest possible opportunity. All medical services shall be documented.
7. Appropriate regular feeding schedules shall be followed at all times.
8. Daily grooming requirements and procedures shall be followed. The Handler shall examine the dog's eyes, ears, nostrils, feet, and general body condition on a frequent basis and acquire medical treatment as appropriate. The general care of dogs shall be recorded.
9. Kennels (on and off the work site) shall be cleaned and sanitized by the assigned Handler on a regular basis. Normally, the dog will be kenneled if the assigned Handler is not in the immediate area. The Handler shall make reasonable arrangements for care if he/she will be

gone for an extended period. Site inspections may be made by supervisory staff to verify acceptable conditions.

10. Caution will be used when taking a K-9 into a public place. K-9s on off-duty status in a public place must be leashed and may be muzzled if the Handler believes it is appropriate for the situation, giving consideration to public safety.
11. Sufficient care shall be taken when transporting K-9s to provide for the dog's safety and the safety of others.
12. Significant events/incidents shall be recorded for documentation and statistical purposes.
13. Handler will be proactive and alert staff and others if they are too close in proximity of the dog.

F. K-9 Selection and Procurement

1. When selecting a dog, the Handler needs to consider trainability, agility and responsiveness. Characteristics to look for include: drive, social aptitude, courage, agility, and size. The dog must be able to withstand loud noises and work around large groups of people.
2. Each institution shall be responsible for the cost of selecting and training K-9s. The institution purchasing the K-9 shall be responsible for the associated costs of selecting and training the dog.
3. Prior to the purchase, a qualified Doctor of Veterinary Medicine (DVM) shall certify the animal is free of debilitating diseases and body abnormalities. The spine and hips must be certified as being in good to excellent condition. The DVM must also attest to the condition of the dog's teeth, shoulders, and its general health as determined through a blood test. All vaccinations must be up-to-date.
4. All around utility breeds such as German Shepherds and Belgium Malinois are recommended.
5. The Warden/Superintendent, with the approval of the respective Regional Deputy Director, may choose other breeds to fulfill a specific mission or purpose.
6. Female K-9s shall be spayed prior to purchase.

7. When available, it is recommended that institutions consider requesting assistance from an experienced K-9 Handler/Correctional Supervisor to help their Handler evaluate dogs for potential purchase. It is also recommended that the dogs be purchased through a vendor with a known history of providing quality dogs, and a willingness to exchange dogs when a problem is identified in the initial training process.
8. Institutions may acquire a single purpose dog [REDACTED]
[REDACTED] The breed of dog will be selected by the institution and approved by the Regional Deputy Director.

G. Training

1. Initially, the K-9 and Handler shall work towards satisfactory completion of certification through the United States Police Canine Association (USPCA), utilizing all aspects of the Police Dog 1 (PD1) and Narcotics Trial standards. Those standards include:
 - a. Obedience
 - b. Agility
 - c. Searching
 - d. Criminal apprehension and recall
 - e. Narcotic drug detection
2. The K-9/Handler Team shall participate in the re-certification process annually as outlined in USPCA guidelines. The Warden/Superintendent may make an exception when the health of the dog or other circumstances would prevent the K-9 Team from participating. K-9 Teams that don't successfully complete certification/ re-certification standards may still work in the correctional environment when deemed appropriate by the Warden/Superintendent. In instances where portions of the certification process were failed, the Handler shall document the reasons certification was not achieved and outline a corrective action plan for the Warden's/Superintendent's review. The Warden/Superintendent may utilize the expertise of others in approval of the corrective action plan.

3. When training to work in a correctional environment and when seeking certification and re-certification, it is essential that the K-9 be allowed to work in the environment it is preparing for. Each handler is in the best position to determine what duties can be completed based on the dog's current capabilities. The Handler should use the K-9 only in situations that it is trained for and capable of accomplishing.
4. All training and re-training shall be appropriately documented by the Handler. This shall be recorded. Copies of training records should be provided to training personnel at each facility who are assigned to retain the records for the institution. Institutional procedures will address K-9 training.
5. Specific training topics include, but are not limited to:
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
6. Training with outside agencies and other K-9 Teams within the IDOC is encouraged; however, it must be authorized by the Deputy Warden, Associate Warden/Security, or designee.
7. Emergency response training consistent with institution emergency plans should be conducted in concert with the Correctional Emergency Response Team (CERT). **(4-4089)**

H. Decoy Selection

1. Decoys are an extremely important part of the training process for the K-9. Skilled and capable decoys have a major impact on how well and quickly the dogs learn behavior responses. The following issues need to be considered in the selection of decoys:
 - a. Staff members who express an interest to be a decoy should initially be utilized on a trial basis to help to determine their ability to do the work.
 - b. As Handlers truly have the best feel for who is effective in assisting them with dog training, they need to have input into the final determination as to who is selected to be a decoy.
 - c. Decoys need to be available during the times when Handlers train the dogs. K-9 training is an on-going process.
2. Necessary Decoy Skills and Abilities

[REDACTED]

[REDACTED]

- c. Ability to remain calm during the training process, [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

I. K-9 Engagement Guidelines **(4-4206)**

1. The Handler may engage trained K-9s only in situations that the animal is specifically trained to accomplish.

- [REDACTED]
3. K-9s shall not be used in situations when it is known that the offender being dealt with is mentally ill. [REDACTED]
 4. Clearly, situations exist where supervisors and/or Handlers may not know the mental status of non-compliant and/or aggressive offenders, but where a response is necessary to manage the situation as safely as possible. It is permissible to engage K-9s in these situations.
 5. Any use of force involving K-9 related injuries shall require that the injuries be examined by medical personnel and treated as soon as possible. This situation will be documented consistent with the use of force documentation and a critical incident report will be completed if required by policy. If a staff member incurs an injury, an accident/injury report will be completed.
- [REDACTED]

7. The Handler may react to prevent serious or life-threatening injury in a reactive use of force situation.
8. Crowd control efforts, [REDACTED]
9. Offender escort duty, [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
13. Emergency Cell entry: K-9 units may be present for these functions to prevent the situation from escalating. [REDACTED]
- [REDACTED]

J. Engagement Reviews

1. With the exception of relatively minor incidental bites within a training environment, any time a K-9, on or off duty, "engages" or "apprehends" without either direction of the handler or substantial provocation (such as an overt attack upon the handler), the K-9 shall be removed from service pending review of the incident. The Warden shall be notified as soon as is practicable. A Critical Incident Report shall be submitted, all staff who witness the incident shall submit supplemental incident reports, and any available video of the incident shall be saved.
2. The Warden shall ensure that a preliminary review of the incident takes place and a report and all related documentation is submitted to the Assistant Regional Deputy Director within seven days of the incident. The Assistant Regional Deputy Director shall lead a team composed of handler designated by IDOC Central Office and a K-9 handler from the region in which the incident occurred.
3. The team shall be responsible for conducting a thorough examination of the incident, a review of applicable training records, and, where indicated, a first-hand review of the K-9. The team is also responsible for submitting a recommendation to the Regional Deputy Director. The recommendation may be to return the K-9 to full service, to require additional training and review prior to a return to full service,

or other action including removal of the K-9 from service. Where additional training and review is recommended before return to full service, the team shall coordinate additional training with the institution and the handler, shall conduct a second review, and make a recommendation to the Regional Deputy Director. The decision of the Regional Deputy Director is final.

K. Guidelines for Non-Handler Staff

The Warden/Superintendent shall ensure that correctional staff understands proper behavior near the K-9 Team. In all situations, the follow the directives of the handler including:

1. If a Handler says "Loose Dog," do not run; just stand still.
2. Maintain a safe distance of at least 6 feet from the dog.
3. Do not attempt to pet or talk to the dog without permission of the Handler and never do so if the Handler is not present.
4. Do not make quick or aggressive moves, slam doors, or horseplay.
5. Do not touch dog-training items, unless directed to do so by the Handler.
6. Do not walk directly behind the dog.
7. Do not attempt to feed the dog.
8. Do not attempt to issue commands to the dog.
9. If staff responding to an emergency must go around a K-9 Team, keep the Handler between you and the dog, if possible. Give the dog room and do not crowd. Let the Handler know that you are passing the Team.

L. Search Procedures

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

2. Vehicle Search Procedures

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

3. Searches for the Presence of People or Missing Persons

[REDACTED]

[REDACTED]

[REDACTED]

4. Agency Searches

[REDACTED]

M. Emergency Response

1. All Handlers shall be familiar with facility emergency plans.

2. If the facility declares an emergency, [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

N. Required Records & Reports

1. An electronic record/file shall be maintained on each K-9 by the assigned Handler.
2. Each record/file shall , at a minimum, consist of the following:
 - a. State/local licensing history and documentation if required by that local jurisdiction.
 - b. Medical records: All veterinarian visits, diagnosis, treatments, prescriptions, etc.
 - c. Utilization record (record of significant activities performed by the K-9).
 - d. Training record shall be completed on an ongoing basis and documented. Training documentation shall include the type, length of time, purpose with emphasis on efficiency, and notations on how and when training deficiencies were corrected. **(4-4210)**
3. A K-9 handler from each institution shall be responsible for maintaining certifications through the DEA (Drug Enforcement Administration) and the Iowa Board of Pharmacy Examiners [REDACTED]

[REDACTED]

[REDACTED]



O. Uniforms & Equipment

1. K-9 Handlers shall inspect all equipment to insure proper maintenance procedures have been followed. All equipment and uniforms shall be approved by the IDOC.
2. Vehicles designated for use by the K-9 Team shall be clearly marked in large lettering, warning the public that the vehicle contains a dog.
3. The K-9 Handler shall be issued an IDOC identification badge for the dog.

P. Agreements With Other Law Enforcement Agencies

1. Agreements for mutual aid shall be supported by a 28E Agreement.
2. K-9 Team support is available to the Iowa State Patrol and other law enforcement agencies upon request during non-institutional emergency times. This is accomplished by contacting the Warden/Superintendent, Deputy Warden, or Associate Warden/Security. If a situation requires an immediate response, the Shift Supervisor may authorize the assignment of the K-9 Team with notification to the aforementioned administrators as soon as possible.
3. Joint training between state, county, and local authorities is encouraged to take place on a regular basis.
4. Mutual aid assistance may be given to public education districts as it relates to drug detection or searches for persons requested by law enforcement with Warden's/Superintendent's authorization.

Q. Procedure for USPCA Membership and Certification

1. As of July 1, 2004, the following procedures shall be followed for approval of costs and reimbursement for the USPCA certification process. Successful certification requires membership in the organization. The state is responsible for the cost of the memberships of the Handlers and decoys.

2. Annually, the person responsible for coordinating the statewide K-9 program shall submit information on necessary memberships to the secretary for the IDOC Deputy Director of Administration. This shall be done 60 days prior to the membership effective date. The Deputy Director shall then ensure that the appropriate approval is granted to allow the state to pay for an individual's membership into a professional organization.
3. Each respective institution shall be responsible for the USPCA certification costs associated with their K-9 Teams and decoys. This shall include:
 - a. Lodging at the state approved rate.
 - b. Meals.
 - c. A state vehicle shall be provided. A choice to use a private vehicle shall be at the employee's expense, provided that a state vehicle was available.
 - d. Registration fee.

R. K-9 Retirement/Disposal

Consideration must be given to the bond that develops between a Handler and a K-9 over the course of their partnership. Every effort should be made to allow the Handler to retain possession of the dog once it is retired. Ultimately, the Warden/Superintendent is the final authority in the retirement/disposal decision. The following procedures shall apply:

1. The Warden/Superintendent shall certify in writing that a K-9 is removed from active service, that ownership is transferred, and that the IDOC shall not longer be responsible or liable for the K-9s actions or expenses.
2. The Warden/Superintendent may consider the K-9 Handler's request for ownership. The Handler may purchase the animal from the state for \$1.00.
3. If the Handler is not interested in purchasing the dog, other Handlers at the same facility may request to purchase the animal. In the event that more than one Handler makes such a request, the dog will be sold to the Handler with the most seniority.

4. If there is no interest in purchasing the retired dog by the Handlers at that facility, trained Handlers from other IDOC institutions may request to be allowed to purchase the dog. If more than one Handler statewide makes the request, it shall go to the most senior Handler.
5. At no time shall a K-9 be sold to a staff member who is not a trained K-9 Handler. There is obviously risk and liability consistent with the dog's training that must be considered.
6. Whenever a K-9 is unsuitable for service or placement because of deteriorating physical conditions, behavior problems, illness, or no trained Handler's wish to purchase the dog upon retirement; the Warden/Superintendent has the authority to direct humane disposal of the K-9. This shall be done in consultation with the Regional Deputy Director.

S. Handler Compensation

Handlers will be compensated for off duty dog care at a rate of 2 hours per week. Their normal work schedule shall consist of a 38 hour week and compensated for a 40 hour week.